

From

Chief Secretary to Government Haryana.

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of Departments and Commissioners of all Divisions in Haryana.
3. All the Deputy Commissioners of the State of Haryana.
4. All the Managing Directors/Chief Administrators of Boards/Corporations in Haryana.
5. The Registrars of all the Universities in Haryana.

Dated Chandigarh, the 16th April, 2021

Subject: Preventive measures to contain the spread of COVID-19-reg.

Sir/Madam,

I am directed to refer to this department letter of even number dated 15.09.2020 on the subject noted above. It is observed that large number of corona positive cases have been reported in the State in recent time. In view of health and safety of employees, it has been felt necessary to issue following directions to be implemented by all the Government offices/departments etc.

- (i) *Officers of the level of Under Secretary or equivalent and below be allowed to work from home also and their physical attendance in office be restricted to 50% of the actual overall strength. Rosters for their attendance to be prepared by concerned Divisional/ Wing Heads. Individual Wing Heads can, however, call for more than 50% physical attendance of any of the categories in their wings, if required on administrative grounds.*
- (ii) *All officers of the level of Deputy Secretary, equivalent and above are to attend office on regular basis.*
- (iii) *All officers who attend office can stagger timings (with entry into the office spread between 9:00 AM– 10:00 AM with corresponding office exit timings). This will also avoid rush in commuting, as also in lifts & corridors.*
- (iv) *All officials who do not attend office on a particular day are to make themselves available on Telephone and other electronic means of communication at all times from their residence and work from home.*
- (v) *All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.*
- (vi) *All officials who attend office shall strictly follow Covid appropriate behaviour including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.*

- (vii) *Crowding in lifts, staircases, corridors, common areas including refreshment kiosk and parking areas is to be strictly avoided.*
- (viii) *Meetings, as far as possible, to be possible, to be conducted through video-conferencing.*
- (ix) *Entry of outsiders / visitors to be curtailed appropriately.*
- (x) *All employees of the age of 45 years and above are advised to get themselves vaccinated.*

2. These instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,

Rajkumar
Under Secretary, General Administration,
for Chief Secretary to Government Haryana *RB*